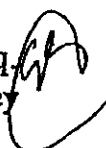


**BOARD OF COUNTY COMMISSIONERS**  
**Inter-Office Memorandum**

**To:** Honorable Chairman and Members of the Board of County Commissioners  
Parwez Alam, County Administrator  
Gary Johnson, Director of Community Development

**From:** Suzanne H. Schmith, Esq.   
Assistant County Attorney

**Date:** July 9, 2002

**Subject:** Summary of 2002 Growth Management Legislation - SB 1906


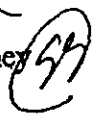
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Attached for your information is a summary of the changes relating to growth management, which were made by the 2002 Florida Legislature.

If you have any questions, please contact the County Attorney's Office.

MEMORANDUM

TO: Wendy Grey, Planning Director  
Tallahassee-Leon County Planning Department

FROM: Linda Hurst, Assistant City Attorney   
Suzanne H. Schmith, Assistant County Attorney 

RE: Summary of 2002 Growth Management Legislation - SB 1906

DATE: July 8, 2002

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The 2002 Florida Legislature passed comprehensive changes to the 1985 Local Government Comprehensive Planning Act and several related statutes. On May 31, 2002, Governor Bush signed the legislation into law. The legislation addresses coordinated school planning, improved water supply planning, changes to the process for judicial review of local land use decisions, new school financing, and several changes designed to improve both the quality of land use planning and the procedural aspects of both comprehensive planning and development of regional impact review.

This memorandum summarizes the legislation, and addresses the City and County's responsibilities related to the changes. It was prepared jointly by the City Attorney's Office and the County Attorney's Office.

Water Supply Planning

To improve coordination between local governments and water management districts related to new development in the face of diminishing water supplies, the Legislature hopes to improve integration of land use and water supply planning in the State. Section 163.3177(4)(a), F.S.,<sup>1</sup> was amended to require coordination of the Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan) with the Northwest Florida Water Management District's (NFWFMD) regional water supply plan.<sup>2</sup> Necessary amendments to the Comprehensive Plan must be completed by January 1, 2005.

To accomplish this legislative mandate, the Utilities Element in the Comprehensive Plan must be amended to provide a workplan for a 10-year planning period for building water supply facilities identified in the element as necessary to serve existing and new development and for which the City and County are responsible. Also,

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<sup>1</sup>This section designates the various elements required for comprehensive plans.

<sup>2</sup> The water supply plans are approved under section 373.0361, F.S. The NFWFMD has no water supply plan for the region in which Leon County is located.

the Conservation Element must be amended to require that the assessment of water needs and sources take into consideration the regional water supply plan.<sup>3</sup>

Section 163.3191(2), F.S., which sets forth the components of the EAR, was amended to implement the changes mentioned above. Prior to January 1, 2005, it is anticipated that the Department of Community Affairs and the NFWFMD will provide technical assistance to help local governments meet the requirements of this legislation.

### **Reuse of Reclaimed Water**

Section 403.064(1), F.S., titled "Reuse of Reclaimed Water," was amended to declare that reuse of reclaimed water is a critical component of meeting the state's existing and future water supply needs while sustaining natural systems. The legislation added subsection (3) requiring applicants for construction or operation of domestic wastewater treatment facilities in water resource caution areas to prepare a reuse feasibility study. Leon County is currently not within a water resource caution area, so this portion of SB 1906 is not expected to have any local effect.

### **Groundwater Information Program**

Section 38 of SB 1906 requires the water management districts to develop an information program by December 31, 2002, on existing hydrologic conditions of major surface and groundwater sources in the state and suggestions for good conservation practices in those areas. The information is required to be distributed by the water management districts to the Legislature and areas within the respective geographic areas.

### **Developments of Regional Impact<sup>4</sup>**

SB1906 makes a number of changes to the Development of Regional Impact (DRI) review process. The DRI regulatory scheme was based on presumptions. Whether you had to undergo review depended on the size of the project, but projects could fall under certain favorable or negative presumptions. A project might be presumed to not be subject to review or to be subject to review, leaving the applicant or the agency to prove otherwise.

Under SB 1906, a development that is at or below 100% of a statutory standard will not be required to undergo DRI review. Before the change, a development in this category could have been deemed to be a DRI. A development that is at or above 120% of the standard will still be required to undergo review. The presumptive threshold between 80 and 100% of a category was deleted, as was the right to require a binding letter for that threshold. The only remaining presumptive threshold is 100% or between

<sup>3</sup> See footnote 2; if there is no approved regional water supply plan, the Comprehensive Plan must consider the NFWFMD's district water management plan approved under section 373.036(2), F.S.

<sup>4</sup> This summary is derived in large part from a memorandum prepared by Silvia Alderman, attorney to the Tallahassee-Leon County Planning Commission, dated March 27, 2002.

100% and 120%. Projects that fall within that band will continue to be presumed to require review, subject to proof to the contrary by the developer.

Projects within multiple regional planning councils will see the Department of Community Affairs designating a lead council to prepare the regional report. Biennial reports will not be required of developers instead of annual reports unless the development order requires more frequent reporting. These may be amended to provide for biennial reports.

Changes were also made to substantial deviation thresholds and presumptions. Exemptions were added, particularly related to water ports or marinas and renovation and redevelopment that does not change land use or increase density or intensity of use.

The 30 acre standard for office development was deleted. The 40 acre standard for retail developments was also deleted. Projects that have development orders that now would not have to undergo review will be entitled to keep their development orders and develop according to them unless they prefer to abandon the development order according to a procedure established in SB 1906.

#### **Airport Developments of Regional Impact**

In a different bill, CS/HB 261, the Legislature amended section 163.3177, F.S., adding paragraph (k), which states that a local government with jurisdiction over a licensed publicly owned and operated airport may amend its comprehensive plan to include an airport master plan. The legislation outlines requirements for the comprehensive plan amendment, such as land use compatibility, consistency with the transportation circulation element, airport-related development, etc. Any development or expansion of an airport consistent with the adopted airport master plan that has been incorporated into the Comprehensive Plan will no longer require DRI review.

#### **Judicial Review of Local Development Orders**

Section 10 of SB 1906 amends section 163.3215, F.S., related to challenges to the consistency of local development orders with the Comprehensive Plan. In summary, it allows a local government to establish a special master process according to guidelines in the legislation. The guidelines include the following:

- 1) Notice of appeal rights by publication or mail, and posting at the job site;
- 2) Notice of the application within 10 days after filing;
- 3) Disclosure of witness lists and exhibits and opportunity for deposition of witnesses;
- 4) Formal hearing before a special master who would render a recommended order;
- 5) Public testimony at the formal hearing;

- 6) Findings of fact that are supported by competent, substantial evidence may not be disturbed by the local government; and
- 7) Prohibition of *ex parte* communications.

If a special master process is established, it will be the only method for challenging a development order for consistency with the comprehensive plan. It also limits court review to certiorari review, a review on the record created in the special master process. In a certiorari proceeding, the local government's decision is accorded greater deference. If the local government does not adopt the special master process, court review is *de novo*, and the court reviews the action as though the local government had not previously reviewed it and created a record.

Both Leon County and the City have appeal procedures in place with many of the procedures already in place that are required for the special master process. To take advantage of the opportunity to limit court review to certiorari review, minor changes to the land development regulations will be proposed by staff in the near future to bring our local procedures into full compliance with the new legislation. It is expected that these changes would make future litigation under section 163.3215, F.S., less time consuming and costly for the City and County, but it may add time to the review process, and make the administrative appeals more formal and perhaps, more costly.

#### Comprehensive Plan/Amendment Processes

Concurrency requirements, except for transportation concurrency, may be waived within areas designated as Urban Infill and Redevelopment Areas, pursuant to section 163.2517, F.S., but the waiver must be adopted as a plan amendment following the small scale amendment procedure in section 163.3187(3)(a), F.S. The law also adds a cross-reference to granting concurrency exceptions for the transportation facilities within such designated urban infill and redevelopment areas, but does not create any new rights since that option is already set forth in section 163.3180(5).

Standing to participate in the local amendment process and to challenge comprehensive plan amendments is increased by revising the definition of "affected person" to include owners of real property abutting the property that is the subject of a proposed change to the future land use map. Therefore, standing is extended to neighboring property owners who are not located within the political jurisdiction making the land use map decision.

Proposed Plan Amendment Transmittal/Review - All local governments must now transmit their proposed plan amendments to the Department of State. For municipalities, plan amendments must also be submitted to the county. Counties must transmit their amendments to the Fish and Wildlife Conservation Commission, as well as the Department of Agriculture and Consumer Services. Review of proposed amendments by the Department of Community Affairs remains optional, or will be conducted upon request, but is streamlined by requiring submission of the Objections, Recommendations and Comments report back to the local government within 60 days of receipt of the

complete proposed amendment, rather than establishing a schedule for submission of agency comments and a thirty-day time period to review agency comments. Affected persons, local governments and the RPC are given 35 days from the date the DCA receives the proposed plan amendment to request review, rather than 30 days from the date of transmittal.

**Adopted Plan Amendment Transmittal/Review** - There are not as many changes to the process for transmittal of an adopted plan amendment. The complete adopted plan amendment must be transmitted along with a list of persons whose names and addresses are compiled at the public hearings on the plan amendment (see below). If the adopted amendment is unchanged from the proposed amendment, no affected person raised any objections, DCA did not review the amendment, and DCA did not raise any objection to the amendment, the local government may state in its transmittal letter that the plan amendment is unchanged and was not the subject of objections.

**DCA has generated new checklists available on their website at www.dca.state.fl.us for transmittal of both proposed and adopted plan amendments. A copy of both checklists are attached for use by the Planning Department.**

**DCA Notice of Intent** - If the transmittal correctly states that the adopted amendment is unchanged and was not the subject of review or objections, DCA has 20 days to issue a notice of intent that the plan amendment is in compliance. Local governments with an Internet site are required to post a copy of the DCA notice of intent on their site within 5 days after receipt.

**Public Hearings** - new requirements for transmittal and adoption public hearings include provision of a sign-in form for the public to provide their names and addresses and advising them that they will receive courtesy information from DCA regarding publication of notices relating to the plan amendments which are the subject of the hearing. Local governments are required to add to the sign-in form the name and address of any person who submits written comments concerning the plan amendments during the time period between the transmittal hearing and the adoption hearing. DCA is required to provide a model sign-in form, and has done so on its website at www.dca.state.fl.us. A copy of the sign in sheet is attached for future use by the Tallahassee-Leon County Planning Department for transmittal and adoption hearings.

Counties with a population greater than 100,000, such as Leon County, are required, along with the municipalities and special districts within the county, to submit a report to the Department of Community Affairs, by January 1, 2004, identifying existing or proposed interlocal service delivery agreements and which identifies deficits or duplication in the provision of services. In addition, by February 1, 2003, representatives of special districts, municipalities and counties are to recommend statutory changes regarding annexation to the Legislature.

### **School Planning**

Local governments are now required to enter into interlocal agreements with school boards to address issues such as school siting, enrollment forecasting, school capacity, infrastructure and safety needs of schools, schools used as emergency shelters, and sharing of facilities. This requirement is brought about by changes to both chapters 163 and 235, Florida Statutes. The interlocal agreements must be submitted to DCA for review between March 1, 2003 and December 1, 2004, on a schedule to be adopted by DCA by rule. DCA will send out notifications and must develop model agreements. The adopted interlocal agreements will be reviewed and approved by DCA with the assistance of the DOE, and the law provides for "affected person" challenges to the interlocal agreement. The penalty for failure to enter into such interlocal agreements is the withholding by the Governor and Cabinet of five percent of eligible state revenues to the local government and the school board. There is an exemption for local governments which are not experiencing growth in their school-aged population.

### **Educational Facilities Benefit Districts<sup>5</sup>**

The law authorizes the creation of educational facilities benefit districts by interlocal agreement between a school district and a local government. The benefit district is an alternative mechanism for funding the construction and maintenance of educational facilities. Creation of a district requires the consent of the school district, the jurisdictional local government and all property owners within the area of the district to be created. If created, the district will assist in the construction and maintenance of school facilities with a levy of non-ad valorem assessments. The school board would contribute impact fee revenues generated by development within the benefit district, and one-half of the remaining construction costs, up to the cost-per-student criteria established by the SIT Program. School construction by the benefit district may occur on publicly-owned land or on private land leased to the school board.

### **Enterprise Zones**

The bill authorizes application to the Office of Tourism, Trade and Economic Development for several new enterprise zones, including one by Leon County or jointly by Leon County and the City of Tallahassee. The law provides that the new enterprise zone shall not exceed 20 square miles and shall have a continuous boundary, or consist of not more than three noncontiguous areas. The law provides the census tract and block group numbers which the new zone shall encompass, provides that the application must be submitted by December 31, 2002, and authorizes the creation of the new zone notwithstanding statutory limits on the total number of designated enterprise zones.

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<sup>5</sup> This section is taken in large part from the Department of Community Affairs website publication titled "Major Provisions of SB 1906, Growth Management, and HB 261 and HB 715 concerning Transportation."

On May 28, 2002, Leon County adopted Resolution 02-15 delineating the Nominated Area for an Enterprise Zone to implement this new authority.

**Conclusion**

Several deadlines appear in SB1906, as set out below:

- |                                      |   |
|--------------------------------------|---|
| December 31, 2002:                   | Enterprise applications due to OTTED;   |
| February 1, 2003:                    | Representatives of special districts, municipalities, and counties to recommend changes regarding annexation to the Legislature;  |
| March 1, 2003 –<br>December 1, 2004: | DCA will schedule date for submission of an interlocal agreement regarding school siting between local governments and the school board;  |
| January 1, 2004:                     | Representatives of special districts, municipalities, and counties to submit report to DCA regarding interlocal service delivery agreements and any deficiencies in the same; and |
| January 1, 2005:                     | Utilities Element to be amended to address ten-year water supply workplan.  |

If you need a copy of the legislation, have any comments, or have questions, please call either Suzanne Schmith, Assistant County Attorney, at 487-1008, or Linda Hurst, Assistant City Attorney, at 891-8554.

**Attachments**

cc: Members of the Leon County Board of County Commissioners  
Members of the Tallahassee City Commission  
Parvez Alam, County Administrator  
Anita Favors, City Administrator  
Michael Wright, Assistant City Manager  
Gary Johnson, Director of Leon County Community Development  
Bob Herman, Director of Tallahassee Growth Management Department

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## Comprehensive Plan Citizen Courtesy Information List

Local  
Government: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Type Hearing: Transmittal (Proposed) Adoption

DCA Amendment Number: \_\_\_\_\_ (DCA Official Use)

### Please Print Clearly

By providing your name and address you will receive information concerning the date of publication of the Notice of Intent by the Department of Community Affairs.

Citizen Name	Address, City, State, Zip Code	<div>• Check</div> <div>Appropriate Response(s)</div> <div> <div>Written Comment</div> <div>Spoken Comment</div> </div>	Identify Amendment which is of Interest

RULE 9J-11, F.A.C., SUBMITTAL REQUIREMENTS FOR  
PROPOSED COMPREHENSIVE PLAN AMENDMENTS

June 2002

**NUMBER OF COPIES TO BE SUBMITTED:** Please submit three copies of the proposed amendment package to the Florida Department of Community Affairs and one copy each to the Florida Department of Environmental Protection (DEP), appropriate Florida Department of Transportation (DOT) district office, Department of State (DOS), appropriate Regional Planning Council (RPC), the appropriate Water Management District (WMD), Office of Educational Facilities of Commissioner of Education (if related to public educational facilities element pursuant to 163.31776, F.S.), appropriate County, the Florida Fish and Wildlife Conservation Commission (FFWCC) (county plans only), and Florida Department of Agriculture and Consumer Services (DOACS), Division of Forestry (county plans only).

**SUBMITTAL LETTER REQUIREMENTS:** Please include the following information in the cover letter transmitting the proposed amendment (Rule 9J-11.006(1)(a), F.A.C.):

\_\_\_\_\_ The date(s) the local planning agency and the city commission held public hearings (Rules 9J-11.006(1)(a) 1 and 9J-11.006(1)(a)2, F.A.C.);

\_\_\_\_\_ A statement certifying that the proposed amendment(s) have been submitted to DEP, DOT, DOS, the RPC and the WMD, County, Education (PEFE related only), FFWCC (county only), and Agriculture (county only). Certification means that the letter must state that a copy of each item specified under 9J-11.006(1)(a)(b)(c) and (d), F.A.C., has been mailed to these agencies and the date the amendment package was mailed (Rules 9J-11.006(1) and 9J-11.006(1)(a)1., F.A.C.);

\_\_\_\_\_ A statement certifying that a copy of the adopted plan, including amendments, associated data and analysis and all support documents, has been submitted to the review agencies listed in Rule 9J-11.009(6), F.A.C. If amendment is based on EAR, must certify that adopted EAR has been sent to agencies listed in Rule 9J-11.009 (6), F.A.C.; [Rules 9J-11.006(1)(a)8, F.A.C.);

\_\_\_\_\_ A copy of letters submitted to each review agency providing them with a copy of the complete adopted plan or EAR, if applicable. Note: this is not required if copies of the elements being amended are included in the amendment submittal package (Rule 9J-11.006(1)(a)8., F.A.C.);

\_\_\_\_\_ A summary of the plan amendment(s) content and effect (Rule 9J-11.006(1)(a)3, F.A.C.);

\_\_\_\_\_ A statement indicating whether to have DCA review the proposed amendment as provided in 163.3184(3) (a), F.S., (Rule 9J-11.006(1)(a)3., F.A.C.);

\_\_\_\_\_ The month the local government anticipates the amendment will be adopted (Rule 9J-11.006(1)(a)4., F.A.C.);

\_\_\_\_\_ The name, title, address, telephone, FAX number, and e-mail of the local contact person (Rule 9J-11.006 (1)(a)10, F.A.C.);

\_\_\_\_\_ A statement indicating whether the amendment is applicable to an area of critical state concern (Rule 9J-11.006(1)(a)5., F.A.C.)

\_\_\_\_\_ A statement indicating whether the amendment(s) is located within Orange, Lake or Seminole Counties and subject to the Wekiva River Protection Area, pursuant to Chapter 369, Part III, F.S. (Rule 9J-11.006(1)(a)6., F.A.C.);

\_\_\_\_\_ A statement indicating whether the amendment is subject to a joint planning agreement and, if so, a list of the local government(s) that are party to the agreement. If the amendment is subject to a joint planning

agreement, the transmittal letter shall be signed by the chief elected official (or designee) of each local government (Rule 9J-11.006(1)(a)9., F.A.C.).

**EXEMPTIONS:** A comprehensive plan is exempt from the limit of two amendments per year if it meets any of the following criteria (Rule 9J-11.006(1)(a)7., F.A.C.):

☐ The amendment is directly related to a proposed development of regional impact (Rule 9J-11.006(1)(a)7a, F.A.C.);

☐ The amendment is directly related to small scale development activities (Rule 9J-11.006(1)(a)7b, F.A.C.);

☐ The amendment meets the definition of emergency (Rule 9J-11.006(1)(a)7c, F.A.C.);

☐ The amendment is submitted pursuant to a compliance agreement (Rule 9J-11.006(1)(a)7d, F.A.C.);

☐ The amendment is directly related to the intergovernmental coordination element (Rule 9J-11.006(1)(a)7e, F.A.C.);

☐ The amendment is related to the location of a state correctional facility (Rule 9J-11.006(1)(a)7f, F.A.C.);

☐ The amendment identifies the land use categories in which public schools are allowed (Rule 9J-11.006(1)(a)7g, F.A.C.);

☐ The amendment updates the five-year schedule of Capital Improvements (Rule 9J-11.006(1)(a)7h, F.A.C.);

☐ The amendment is associated with an economic development project (Rule 9J-11.006(1)(a)7i, F.A.C.);

☐ The amendment changes the school concurrency service area boundary (Rule 9J-11.006(1)(a)7j, F.A.C.);

☐ The amendment is directly related to the redevelopment of a brownfield area (Rule 9J-11.006(1)(a)7k, F.A.C.);

☐ The amendment is directly related to Port Transportation Facility (Rule 9J-11.006(1)(a)7l, F.A.C.);

☐ The amendment is directly related to Urban Infill Areas (Rule 9J-11.006(1)(a)7m, F.A.C.);

☐ The amendment is directly related to Transportation Improvements (Rule 9J-11.006(1)(a)7n, F.A.C.);

☐ The amendment is directly related to Public Education Facilities Element (Rule 9J-11.006(1)(a)7o, F.A.C.);

☐ The amendment is directly related to FLUM school sites in Public Education Facilities Element (Rule 9J-11.006(1)(a)7p, F.A.C.);

☐ The amendment is directly ICE related (Rule 9J-11.006(1)(a)7q, F.A.C.);

☐ The amendment is directly related to Boat Facility Siting Plan/Policy (Rule 9J-11.006(1)(a)7r, F.A.C.)

**PROPOSED AMENDMENT PACKAGE:** Please include the following information in the proposed amendment package (Rule 9J-11.006(1)(b), (c) and (d), F.A.C.):

☐ All proposed text, maps and support documents (including data and analysis) reflected on new pages of the affected amendment in a strike-through/underline format (or similar easily identifiable format);

- \_\_\_\_\_ Identify the plan amendment number of each page affected (Rule 9J-11.006(1)(b), F.A.C.);
- \_\_\_\_\_ Staff, local planning agency and local governing body recommendations (Rule 9J-11.006(1)(c), F.A.C.);
- \_\_\_\_\_ Support documents or summaries of the support documents on which the recommendations regarding the proposed plan amendment(s) are based (Rule 9J-11.006(1)(c), F.A.C.);
- \_\_\_\_\_ Copies of the entire elements being amended if the local government did not certify that it submitted copies of its adopted plan to review agencies (Rule 9J-11.006(1)(a)8., F.A.C.);
- \_\_\_\_\_ For Future Land Use Map amendments, please include a future land use map depicting:
- \_\_\_\_\_ The proposed future land use designation of the subject property (9J-11.006(1)(b)1.a., F.A.C.)
- \_\_\_\_\_ The boundary of the subject property and its location in relation to the surrounding street and thoroughfare network (9J-11.006(1)(b)1.a., F.A.C.);
- \_\_\_\_\_ The present future land use map designations of the subject properties and abutting properties (9J-11.006(1)(b)1.b., F.A.C.);
- \_\_\_\_\_ An Existing Land Use Map depicting:
- \_\_\_\_\_ The existing land use(s) of the subject property and abutting properties (Rule 9J-11.006(1)(b)2, F.A.C.);
- \_\_\_\_\_ In addition:
- \_\_\_\_\_ The size of the subject property in acres or fractions thereof (Rule 9J-11.006(1)(b)3., F.A.C.)
- \_\_\_\_\_ A description of the availability of and the demand on sanitary sewer, solid waste, drainage, potable water, traffic circulation and recreation, as appropriate (Rule 9J-11.006(1)(b)4., F.A.C.);
- \_\_\_\_\_ Information regarding the compatibility of the proposed land use amendments with the Future Land Use Element goals, objectives and policies, and those of other affected elements (Rule 9J-11.006(1)(b)5., F.A.C.);
- \_\_\_\_\_ If a local government relies on original data, or data and analysis from a previous amendment, it shall provide to DCA, at the time of submittal, a reference to the specific portions of the previously submitted data and analysis on which the local government relies to support the amendment (Rule 9J-11.007(2), F.A.C.);
- \_\_\_\_\_ If previous data and analysis is no longer the best available existing data or no longer supports the plan, then copies of updated and reanalyzed data and analysis must be submitted to support the proposed amendment (Rule 9J-11.007(1), F.A.C.). Note: Remember 9J-11.006(1) states that applicable data and analysis must accompany the amendment packages submitted to DCA, DEP, DOT, DOS, the RPC and the WMD, County, Education (PEFE related only), Fish & Wildlife (county only), and Agriculture (county only).
- \_\_\_\_\_ All plan amendments must meet the requirements of Rule 9J-5, F.A.C. (Rule 9J-11.007(3), F.A.C.).

# RULE 9J-11, F.A.C., TRANSMITTAL REQUIREMENTS FOR THE SUBMISSION OF ADOPTED COMPREHENSIVE PLAN AMENDMENTS

June 2002

**NUMBER OF COPIES TO BE SUBMITTED:** Please submit three copies of the adopted amendment package to the Florida Department of Community Affairs and one copy each to the Florida Department of Environmental Protection, appropriate Florida Department of Transportation district office, appropriate Regional Planning Council, and the appropriate Water Management District, Office of Educational Facilities of Commissioner of Education (if related to public educational facilities element pursuant to 163.31776, F.S.), appropriate County, Florida Fish & Wildlife Conservation Commission (county plans only), and Florida Department of Agriculture Division of Forestry (county plans only).

**SUBMITTAL LETTER REQUIREMENTS:** Please include the following information in the transmittal cover letter transmitted the adopted amendment (see Rule 9J-11.011(5), F.A.C.):

\_\_\_\_\_ DCA identification number for adopted amendment package;

\_\_\_\_\_ Name of newspaper in which the Department will publish the required Notice of Intent (Rule 9J-11.011(5) F.A.C. and Section 163.3184(15)(e), F.S.);

\_\_\_\_\_ Brief description of the adoption package, including any amendments previously proposed but not adopted (Rule 9J-14.011(5)(a)5, F.A.C.);

\_\_\_\_\_ Ordinance number and adoption date (Rule 9J-11.011(5), F.A.C.);

\_\_\_\_\_ Certification that the adopted amendment(s) has been submitted to all parties listed in Rule 9J-11.009(6), F.A.C. (Rule 9J-11.011(5), F.A.C.);

\_\_\_\_\_ Name, title, address, telephone, FAX number and e-mail address of local government contact;

\_\_\_\_\_ Letter signed by the chief elected official or the person designated by the local government (Rule 9J-11.011(5), F.A.C.).

\_\_\_\_\_ If the plan amendment is unchanged and was not subject to review or objections, a statement requesting expedited publication of notice of intent. The transmittal letter shall include the following language: **The comprehensive plan amendment package was adopted without revision from the proposed amendment package and no objections were raised by an affected party, the amendment was not reviewed by the Department or if reviewed no objections were raised. Based upon these facts, we request expedited publication of a Notice of Intent pursuant to Section 163.3184(8), Florida Statutes.**

**ADOPTION AMENDMENT PACKAGE:** Please include the following information in the amendment package (Rule 9J-11.011(5), F.A.C.):

\_\_\_\_\_ All adopted text, maps and support documents (including data and analysis) on new pages of the affected amendment in a strike-through/underline format (or similar easily identifiable format). In case of future land use map amendment, the adopted future land use map reflecting the changes made when adopted. Note: If the local government is relying on previously submitted data and analysis, no additional data and analysis is required.

\_\_\_\_\_ Copy of executed ordinance adopting the comprehensive plan amendment(s);

\_\_\_\_\_ Copy of the Citizen Courtesy Information List. In event no individuals sign up to receive a courtesy information statement, indicate on sign-in form that no request were made and include the form in the adopted package.

[9J-11.015(5)(b)4 and 163.3184(15)(c), F.S.] (Section 163.3184(8)(b)2, F.S.);

\_\_\_\_\_ List of additional changes made in the adopted amendment that the Department did not previously review (Rule 9J-11.011(5)(a)5.a, F.A.C.);

\_\_\_\_\_ List of findings of the local governing body, if any, that were not included in the ordinance and which provided the basis of the adoption or determination not to adopt the proposed amendment (Rule 9J-11.011(5)(a)5.b, F.A.C.);

\_\_\_\_\_ Statement indicating the relationship of the additional changes not previously reviewed by the Department to the ORC report from the Department (Rule 9J-11.011(5)(a)5.c, F.A.C.)

\_\_\_\_\_ List of proposed amendments previously reviewed by the Department in current cycle of amendments that were not adopted by local government (Rule 9J-11.011(5)(a)5.d, F.A.C.)

\_\_\_\_\_ If local government uses replacement page format: copies of newly adopted comprehensive plan pages that contain newly adopted plan amendments and new cumulative table of contents (Rule 9J-11.011(5)(e), (f), F.A.C.).